

WRITE the Unfunded for the READER

- NARRATIVE DESCRIPTION
 - ☛ Describe the requirement in light of the mission
- IMPACT STATEMENT
 - ☛ Key to entire budget justification
 - ☛ Tell what will happen if funds not provided

Questions to Ask Before Drafting UFRs

- What precisely is the requirement?
- New Mission or Old?
- Directed requirement?
- One time or recurring?
- How was the total amount estimated?
- When are the funds needed?
- Drop dead date

Readability of UFRs

- Keep sentences short 20 words or less
- Prefer the simple to the complex
- Prefer the familiar word
- Avoid unnecessary words
- Put action in your verbs
- Write like you talk

UNFUNDED REQUIREMENT (EXHIBIT OM-6)

- Identifies current year and budget year urgent requirements which cannot be accommodated within funding constraints.
- Can be used for the DON submission only.
- One page of GOOD justification is required for each underfunded requirement.

EXHIBIT OM-6 Continued

- For additional instructions refer to the DON Budget Guidance Manual Appendix H-14.
- Ref:
<http://dbweb.secnav.navy.mil/guidance.html>